

# **Contract Maintenance: Review WBS Details**

## **Objective**

Understand Purpose of Work Order Details

## View Work Order Details

This window is for inquiry purposes only; information cannot be updated.

**Note:** Its primary purpose is to display a “snapshot” of contract line item and work order information, so information can be viewed in one convenient location.

The **View Line Items** window can also be directly accessed from this window.

To view work order details and their corresponding line items, perform the following steps:

- Step 1:** Log onto HiCAMS, using the instructions in “HiCAMS Getting Started.”
- Step 2:** Select **Contract Maintenance** from the **Functions** menu and choose **View Work Order Details** from the sub-menu that appears.

The **View Work Order Details** window appears:

HiCAMS - [construction]

File Edit Functions Inquiries References Admin Tools Window Help

**View Work Order Details**

Contract:  Contractor:  Status:

Description (nickname):

Work Order	Federal Aid Number	Line Item Total	Amount on Last Estimate	Amount to Date

Line Items Subcontracts

Line Item	Contract Adj	Description	UOM	Non-Part	Quantity	Unit Price	Amount

Current processing stage of the contract. ~369-2776). For assistance

**Step 3:** Click the book icon to the right of the *Contract* field.



The **Contract Selection** window appears:

Contract	Work Order	TIP Number	Description	Contractor
C102994	81500605	U-2003AA	GRADING, DRAINAGE, PAVING, PVMT MARKING	ADAMS CONSTRUCTION
C103030	8499004T	I-303G	GRADING, DRAINAGE, PAVING, SIGNING, PAVE	ADAMS CONSTRUCTION
C103144	8T470402	I-304C	WIDENING, GRADING, DRAINAGE, PAVING, SIG	ADAMS CONSTRUCTION
C103339	8T491804	I-303E	WIDENING, GRADING, DRAINAGE, PAVING, SIG	ADAMS CONSTRUCTION
C103340	81501201	U-2504	COMPUTERIZED TRAFFIC SIGNALS. VARIOUS L	ADAMS CONSTRUCTION
C103357	8T500310	I-304D	WIDENING, GRADING, DRAINAGE, PAVING, SIG	ADAMS CONSTRUCTION

**Tip:** The information in the window is sorted by contract number in ascending order. To change the sort order or type, click the corresponding column title.

**Step 4:** To display only those contracts with a particular status, select the desired choice from the list box in the *Status* field.

By default, the contracts displayed in the window are those associated to each office.

**Note:** To select a contract from another location, select it from the list box in the *Location* field. You can also choose the option **All**, to display all available contracts that have been authorized or activated.

**Step 5:** Choose the contract to select from the list in the window using the scroll bar, if necessary.

**Step 6:** Click **OK**.

The **View Work Order Details** window displays; the information associated with the contract selected appears:

**Contract:** C104895 **Contractor:** BARNHILL CONTRACTING CO., INC **Status:** Activated

**Description (nickname):** Skibo Road

Work Order	Federal Aid Number	Line Item Total	Amount on Last Estimate	Amount to Date
8.1441603	STP-401(9)	\$10,483,874.4377	\$438,821.28	\$3,805,589.35

**Line Items** | Subcontracts

Line Item	Contract Adj	Description	UOM	Non-Part	Quantity	Unit Price	Amount
1		MOBILIZATION	LS		1.000	\$840,385.0000	\$840,385.00
2		CONSTRUCTION SURVEYING	LS		1.000	\$132,000.0000	\$132,000.00
3		CLEARING & GRUBBING	LSQ		1.000	\$375,605.0000	\$375,605.00
4		SUPP CLEARING & GRUBBING	HA		0.400	\$2.4700	\$0.99
5		UNCLASSIFIED EXCAVATION	M3		13,500.000	\$35.3500	\$477,225.00
6		UNDERCUT EXCAVATION	M3		750.000	\$16.4100	\$12,307.50
7		SELECT GRANULAR MATERIAL	M3		1,000.000	\$20.3700	\$20,370.00
8		SOIL STABILIZATION FABRIC	M2		1,000.000	\$2.6200	\$2,620.00

Ready -800-368-2778 FAX ASSIST

**Tip:** Instead of using the Contract Selection window to retrieve the desired contract, type the contract number in the Contract field.

**Step 8:** Select the Work Order number in the window for to view details.

The Line Items funded by the selected work order appear in the tabbed folder in the lower portion of the window.

**Step 9:** To view details for one of the Line Items in the Line Items tabbed folder, double-click on the corresponding Line Item number.

The **View Line Item Details** window appears.

For more information about viewing Line Item details, see the section “View & Print Line Item Details.”